

High Tech Regional Training Site-Maintenance Student Guide

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DEPARTMENT OF THE ARMY
HIGH TECH REGIONAL TRAINING SITE-MAINTENANCE
11 HAP ARNOLD BOULEVARD, BUILDING 58
TOBYHANNA, PENNSYLVANIA 18466-5033

MEMORANDUM FOR Students Attending the High Tech RTS-M

SUBJECT: Welcome Letter

1. On behalf of the Commander of Tobyhanna Army Depot, and myself I welcome you to the High Tech RTS-M, Tobyhanna Army Depot, Tobyhanna, Pa.
2. The mission of the HTRTS-M is to provide MOS-Q reclassification, Transition/Sustainment training and selected specialty courses such as PLGR, ANCD, and SINCGARS training.
3. The enclosed student guide has been developed to introduce you to the policies and procedures to be followed upon arrival and during your stay at Tobyhanna Army Depot.
4. The entire HTRTS-M staff is dedicated to providing you the highest quality of maintenance training possible. We look forward to your arrival at our training center and wish to express our appreciation for this opportunity to provide you with each aspect of your training.
5. Again, welcome and congratulations on your selection to attend the High Tech Regional Training Site-Maintenance, Tobyhanna Army Depot, Tobyhanna, Pennsylvania.

//s//
RODNEY A. HARRIS
CW3, OD
COMMANDANT

1. **MISSION:** The primary mission of the High Tech RTS-M is to provide Signal and Ordnance military occupational specialty reclassification training for the Active Component (AC), Army National Guard (ARNG) and United States Army Reserve (USAR).

2. **TRAINING GOAL:** The High Tech RTS-M staff is dedicated to providing the highest quality of operator and maintenance training possible, and we wish to express our appreciation for this opportunity to provide you with quality operator and maintenance training.

3. **EDUCATIONAL OBJECTIVES:** The educational objectives of the HTRTS-M are to prepare soldiers to operate, maintain and repair both current and new equipment items utilizing appropriate tools and procedures.

4. **ORGANIZATION:** The HTRTS-M consists of:

HEADQUARTERS STAFF:

COMMAND SECTION:

COMMANDANT CW3 Rodney A. Harris

TECHNICAL COORDINATOR- CW3 Rodney A. Harris

NCOIC- SFC James R. Harris, JR

ADMINISTRATIVE:

ADMIN NCO SSG Maria Zea

SUPPLY SECTION:

LOGISTICS NCO SFC Lionel Bligen

INSTRUCTOR STAFF:

SIGNAL TEAM:

25S Gregory Dubler
PROJECTED FY 07

25F Michael Burke

25Q SFC Soto

25U SGT William Chapmon

25B SFC Gillom Smith

ORDINANCE TEAM:

94E SFC Francis Sawicki

94F SSG Daryl Timothy
PROJECTED FY 07

5. **NCO SUPPORT CHANNEL:**

- | | |
|-----------------------|-------------------------|
| a. Class Leader | TBD |
| b. Primary Instructor | TBD |
| c. Senior Signal NCO | SFC James R. Harris, JR |

6. **DIRECTIONS TO TOBYHANNA ARMY DEPOT:** The HTRTS-M is located in building #58 on Tobyhanna Army Depot, Tobyhanna, Pa. Tobyhanna Army Depot is located southeast of Scranton, Pennsylvania. The depot is accessible from I-380 north or south by taking exit 7, the Tobyhanna exit. If you are coming from the north, follow I-81 south to I-380 south to exit 7. If you are traveling from the east or west on I-80 again, pick up I-380 (north) to exit 7. Coming from the south follow either I- 81 North or Route 33 North to I-80 to I-380 to exit 7.

7. **TELEPHONE NUMBERS:** The telephone numbers for the RTS-M are:

a. DISN: 795-6141/6143

b. Commercial: (570) 895-6141/6143
(Answered Monday-Friday 0730-1600 non-holidays only)

c. Facsimile: (570) 895-6146

d. After duty hours SDO: 570-856-3755
NCOIC: 570-239-0957
CDR: (570) 895-6143

e. After duty medical non-emergencies – Post Fire Station: (570) 895-7300. Medical Emergencies: (570) 895-666.

8. **ARRIVAL/REPORTING/IN-PROCESSING:** When you arrive at Tobyhanna Army Depot, report to building 230 during the hours of operation (1200-1630 Hours daily to include weekends). **Students should report NLT 1630 Hours on the Report Date of your class.** If you run into transportation delays, please contact the Headquarters Section at (570) 895-6141 or DSN 795-6141 or the SDNCO (570-856-3755). Tobyhanna Army Security personnel will assign students reporting after normal duty hours to their billets. All students will report to the HTRTS-M, Building #58 at 0730 Hours on the Start Day of their class for in processing. MOSQ students will report in APFU for weigh-in during in processing on the Start Day of class at 0730 Hours. Students reporting in PT uniform will bring complete BDU uniform with them to change into after weigh-in. There is no transportation available from the Airport to the High Tech. There is a 15 passenger van for transportation to bldg 58 and from the barracks to classes.

a. When you report to building #58 you need to ensure the following:

(1) Have copies of the following documents:

- a. Completed and signed [Pre-execution checklist](#) as per TRADOC Reg 350-18
- b. 5 copies of your orders
- c. Phase I, DA Form 1059 (if applicable)
- d. Copy of permanent profile if applicable

(2) Have your airline reservation available to provide return flight information and please ensure that you're flying to and from the Wilkes-Barre/Scranton airport.

(3) You will receive an in briefing, billeting, and bedding from the SDNCO. You must provide your own lock.

(4) After you receive an in briefing, you will report to your assigned billets. Once you are settled in, the remainder of the day is yours. You may leave post if you wish or just relax. The post restaurant will provide the evening meal prior to class start date.

(5) You must be in proper uniform for class. If you fail to meet the body fat standards IAW AR 600-9, you'll be denied enrollment and immediately returned to your home station.

9. **FAILURE TO REPORT:** If you are unable to attend the course, inform your unit immediately. Your Readiness NCO or Unit Administrator must cancel you through command channels utilizing ATRRS. Failure to properly cancel will result in a "Failure to Report" letter being forwarded to your headquarters.

10. **DEPARTURE:** No student will plan on departing the HTRTS-M prior to **1700hrs** on graduation day. Graduation ceremonies time TBD. Any student requiring dismissal prior to the scheduled graduation ceremony must submit their request and receive approval from the Commandant. Students must clear the HTRTS-M supply section prior to their release. Hand receipts, turn-in of bedding and safety items must be completed prior to release. Consult with your instructor for further guidance.

11. **PRIVATELY OWNED VEHICLES (POV):** You may use your privately owned vehicle while on pass and for transportation in and around Tobyhanna Army Depot. Parking areas are adjacent to the student living quarters and in the parking lot east of school (Building 58).

12. **MILITARY VEHICLES:** Secure government vehicles with appropriate locking devices and park in designated student parking areas. Military/GSA vehicles are not authorized at or near any taverns or drinking establishments, and are to be used in an official capacity only.

13. **BILLETING:** Non-chargeable Government quarters are available for students in Annual Training status. Students in Technician or AGR status must pay for their room at the current Official rate (See attached list of area hotels). All students will be assigned their respective billets upon in processing. Non-chargeable quarters for enlisted soldiers attending classes at the HTRTS-M consist of the following: 1 main Barracks is assigned to the HTRTS-M, which has 1+1 rooms available. Barracks Dayroom has a TV/VCR and a microwave, Chargeable Guest Housing is available at Tobyhanna by contacting the Community Recreation Office at COMM: 570-895-8529, DSN: 795-8529. All arrangements for Guest Housing must be made in advance due to high demand and limited availability. Guest Houses consist of 2-3 bedrooms, full bath, fully equipped kitchen, dining area and living room. Towels, linens, cooking utensils, dishes, silverware, and glasses are provided. They are also air-conditioned and have cable TV. The current cost is \$45.00 per night (Non-Holiday) and \$85 (Holiday) for single or double occupancy. Expenses for the HTRTS-M students wanting to utilize the Guest Houses may not be reimbursable to the soldier depending on how their orders read. Off Post Lodging is approximately 8 miles away from Tobyhanna Army Depot. There are room inspections at the barracks once per week, rooms **must** be properly maintained and presentable.

14. **MEALS:** Government meals are available for students **except** officers, and enlisted personnel in either technician or AGR status. The first meal available is the evening meal on the report day and the last meal will be breakfast on the ending class date. If government meals are not available, a certificate of non-availability will be issued. All meals are government-contracted meals. All officers, AGR's and

Technicians must have transportation available to them in order to go to local dining establishments. (i.e. Rental Car, POV, etc.)

15. **DUTY HOURS:** Normal class hours are 0730-1600 Monday through Saturday. Because of the length of some programs of instruction (POI) you may also attend class on Sunday. Occasionally, you may be required to train beyond these hours. You will also have after hour study hall requirements that are class leader managed. An instructor will be available as needed.

16. **PAY AND ALLOWANCES:** The student's parent unit must handle all pay and allowances. Your unit is also responsible for advance travel pay. You must come financially prepared for your training period. If you arrive, and are unable to pay for billeting (BEQ/BOQ) you will be sent home. No travel advances are available from the HTRTS-M. **The HTRTS-M does not provide travel vouchers to students. Your unit will help you prepare your travel voucher upon your return to home station.**

17. **TRANSPORTATION:** Students traveling by commercial air will fly into the Wilkes Barre-Scranton International Airport. Return flights must be scheduled to depart after **1700** Hours on the ending date of the course. Tobyhanna Army Depot is approximately 8 miles from the Wilkes-Barre Airport. Commercial taxi fare will cost \$ 76.00 - \$100. This expense is reimbursable to you when your travel voucher is filed at home station.

AIRPORT LIMOSINE & TAXI SERVICE 570-457-8109

18. **UNIFORM AND APPEARANCE:** Military bearing and appearance will conform to the requirements of AR 670-1 and AR 600-200, with special emphasis on haircuts and uniforms. The duty uniform for all courses is BDU's. The weather can change rapidly in Pennsylvania, so be sure to bring the proper clothes for the season. In the summer months bring wet weather gear. In the winter months bring cold weather gear (Nov.-Apr.). You are not required to bring Class A or B uniforms or CTA-50 items to the course. MOSQ: students must bring APFU.

19. **CIVILIAN CLOTHING:** Civilian clothing is authorized for all students and will be worn only during non-duty hours.

20. **PHYSICAL FITNESS:** Physical training for MOSQ, sustainment, transition, ASI and general support courses is not required however; all soldiers are highly encouraged to conduct physical fitness training.

Mack Field house - Located in Building #34, the gym includes indoor basketball/volleyball courts, racquetball courts, sauna, tanning booths, weight room, aerobic room, pneumatic equipment, Stairmasters, life circuit and life fitness equipment, locker and shower rooms. Aerobic classes are offered twice a week during fall and winter. For more information call **895-7583**.

21. **PRIVATELY OWNED WEAPONS:** Privately owned weapons are not allowed on Tobyhanna Army Depot, and will be confiscated.

22. **GRADUATION:** MOSQ, sustainment and transition courses will have an informal graduation ceremony (time and date will be announced before the end of the course you are attending). You're encouraged to invite your family, friends, First Sergeant and/or Commander to the graduation ceremonies. An after action review (AAR) will be conducted prior to all graduations.

23. **WEIGHT STANDARDS:** The provisions of AR 600-9 must be met. It is an enrollment requirement for MOSQ courses. Any student not meeting height/weight standards IAW AR 600-9 will be returned to home station. School Staff will weigh students on the first day of class. Students not meeting screening weight will be tested for Body Fat content.

Maximum allowable percent body fat standards are as follows:

Age Group 17-20	Age Group 28-39
Male (%Body Fat): 20	Male (%Body Fat): 24
Female (%Body Fat): 30	Female (%Body Fat): 34
Age Group 21-27	Age Group 40 & Older
Male (%Body Fat): 22	Male (%Body Fat): 26
Female (%Body Fat): 32	Female (%Body Fat): 36

24 **SICK CALL:** Students requiring medical attention or needing to go on sick call will report to the HTRTS-M at 0730 hours. There is no medical facility on the depot, soldiers must be enrolled in; Health Net, Tri-Care, Champus, or have civilian employer provided medical insurance prior to departing home station. The sick call procedure is to inform the chain of command of an illness or injury and schedule appointments with local medical care providers. Students will be issued a Line of Duty statement form (LOD) during in processing as well as being provided a list of local doctors and dentist.

Emergency Services: Emergency medical care after duty hours for active duty and family members residing on-post is provided by the depot Fire Department that is manned by trained EMT personnel. An emergency is defined as any illness or injury, which threatens life, limb, or eyesight. If you have an emergency and need an ambulance, call **911**.

25. **PROFILES:** If you are on a temporary/permanent profile, you must provide a copy of your profile, DA Form 3349, showing you can perform the physical requirements of the course. If you have a Permanent P3 or P4 profile you must provide a DA Form 3349 and a Medical Review Board determination memorandum (MMRB) stating that you have been approved for Military duty. Permanent profiles must have the Profiling Officers, Action Officer, approving authority, and the Action by Unit Commander blocks completed and signed. Students that fail to have Proper medical documentation will be sent home. Permanent profiles must have the Profiling Officers, Action Officer, approving authority, and the Action by Unit Commander blocks completed and signed.

26. **MEDICAL CONDITIONS:** Students with the following medical conditions should not attend without prior approval from their medical doctor: Fractures with or without cast, any recent surgery, to include surgery on joints or tendons, upper respiratory infection, any contagious infections or diseases, pregnancy (after first 3 months, case by case basis, depending upon course attended). Students who require medication on a regular basis should bring sufficient quantity to cover their stay at the HTRTS-M.

27. **PX AND COMMISSARY FACILITIES:**
The Post Exchange is open to all active duty, retired military personnel and their dependents, as well as Reservists on active duty. The PX is located in Building #334 and may be contacted by calling **895-7030**.



Also housed at the PX is the **Barber Shop** where you may contact the barber at **895-7695**. The **Class VI Store** is located here as well. The Class VI has the same operating hours as the PX, for more information call **895-7030**.

The **Commissary** is open to all active duty and retired military and their dependents, and active duty Reservists. The Commissary also accepts WIC checks. Call **895-7246** for information

28. **RELIGIOUS SERVICES:** Off post services are available.

29 **EMERGENCY PROCEDURES:** Emergencies at home that require the student to be released from the course must be called into your local American Red Cross Chapter and verified by the Red Cross before the soldier can be released. The HTRTS-M does have a CQ on duty. Emergency telephone numbers during duty hours are: COMM 570-895-6141/6142, DSN 795-6141/6142. Emergency telephone numbers after duty hours will be the CQ at 570-856-3755 or Tobyhanna Army Depot Security at 570-895-7550. Students injured during training at Tobyhanna Army Depot will follow the following procedures: Report all injuries to your instructor immediately, after duty hours call Tobyhanna Army Depot Security at 570-895-7550. Report all injuries and status of patient. Provide as much detailed information as possible. Continue to give first aid and CPR if qualified as necessary. **Emergency services for ambulance, police, and fire are notified by calling 911. If not using a Tobyhanna Army Depot phone call 895-6666**

30. **STUDENT MAILING ADDRESS:** Students may receive mail at the following address:

Student Name/Rank
[Class Title]
High Tech RTS-M
11 Hap Arnold Blvd, Bldg 58
Tobyhanna, Pennsylvania 18466-5033

All telephone messages will be taken and passed on to the student. The HTRTS-M phone is for official use only.

31. **LAUNDRY AND DRY CLEANING:** Free washers and dryers are located in Building 230 and BOQ/BEQ (see the Tobyhanna Army Depot map for locations). Washing powders and bleach can be purchased at the PX. Uniform laundry service is available. (Contact your instructor for assistance.)

32. **SECURITY OF PERSONAL ITEMS:** Footlockers should not be considered secure storage areas for large sums of money or high dollar items. The unit safe is available for short term safeguarding of money or small valuables. See your instructor.

33. **GENERAL INFORMATION:**

a. Tobyhanna Army Depot has an abundant variety of wildlife. Please do not disturb it while you are here. Some of these animals may carry infectious diseases.

34. **BUNKS AND BEDDING:**

a. You may not move furniture from original set up.

b. You're responsible for making your bed and maintaining your personal area each morning. There will be barracks inspections once every week (Thursday), rooms should be maintained and presentable

c. Linen is exchanged weekly (on Thursday) and turned in on the day of departure.

35. **CLOTHING AND EQUIPMENT:**

a. Hang all clothing in wall lockers out of sight.

b. Place all luggage inside or on top of wall lockers.

36. **BARRACKS CLEANING:**

a. Barracks and grounds around the barracks are policed daily. All floors (including stairways and landings), rooms, and individual areas are swept, mopped and buffed daily.

b. Window ledges, blinds, lockers, desks, refrigerators, electrical conduit, furnace, cold air return vents, shelves, headboards, individual areas are to be cleaned and dusted daily.

c. Scour, sweep, and mop latrine floors daily; prior to class start time.

d. The Class Leader(s) will assign all cleanup details based on a duty roster. If more than one class is in the barracks, class leaders will coordinate to ensure that "common areas" are properly maintained. Specific cleanup responsibilities are listed in the Class Leader SOP.

e. There is a No-Smoking Policy in the Barracks bldg 230 and building 58 (HTRTSM). There is a designated smoking area at the side of the Barracks and at the back of building 58. No other areas around these buildings will be tolerated.

37. **MISCELLANEOUS GUIDELINES:**

a. Close and secure all windows and doors when not in use.

b. Submit comments and recommendations concerning this Student Guide through the NCO Support Channel.

38. **CLOTHING AND EQUIPMENT LIST:**

Required Clothing List

Bag, Duffel
Coat, Cold Weather, BDU W/Liner or Gortex
BDU's (Complete)
Gloves, Black Shell W/Liner
PT Uniform (Complete)
Boots
Wet Weather Gear

Required Equipment List

1 Padlock
1 Pens and Pencils
3 Highlighter
1 Towels
1 Clothes Hangers
1 Shoebrush, Cloth and Polish
Shower Shoes
Alarm Clock
Personal Hygiene Items

39. **HONOR CODE:** Students attending the High Tech Regional Training Site-Maintenance, Tobyhanna Army Depot will adhere to the principles of the Honor Code at all times. No student will participate in any act, either directly or indirectly, of lying, cheating, or stealing. The integrity of the testing procedures must be upheld at all times, and each student must do his/her own work. Any student having knowledge of any act or intent to violate the principles of the Honor Code is responsible to report this information to his/her instructor immediately. Any students, who have knowledge of an Honor Code violation and fail to report it, are themselves guilty of the violation. No student will attempt to gain favoritism from the instructors or staff through use or means of giving gratuities, monetary rewards, or other such acts that would place an exception upon the staff for any act of favoritism. Violations of the Honor Code can result in dismissal from the course. Each violation will be dealt with fairly and punishment handed out according to the seriousness of the violation. All students are reminded that a soldier's word is his/her honor.

40. **LIGHTS OUT:** Lights out and quiet hours in the barracks are 2200 to 0500.

41. **MILITARY CONDUCT:** You will conduct yourself as a soldier at all times, on and off duty, on and off post. You represent yourself, your unit, the HTRTS-M and the U.S. Army. Please conduct yourself accordingly. Any displays unbecoming to a soldier are grounds for dismissal. The following items may also result in dismissal from the HTRTS-M:

- a. Any inappropriate public displays of affection toward any staff member or fellow classmates.
- b. Disrespectful or insubordinate conduct toward any staff member or fellow classmates.
- c. Fighting, disorderly conduct or behavior disruptive to training.
- d. Violations involving alcohol and/or illegal substances.
- e. Theft, damages or misuse of government, public, or private property.
- f. Failure to report for class, which constitutes an AWOL.
- g. Failure to obey a lawful order.
- h. Failure to perform assigned and/or additional duties.

42. **OFF LIMITS:** Female billets are off limits to all male students at all times. Male billets are off limits to female students at all times.

43. **STUDENT and STAFF RELATIONSHIPS:** The Army does not tolerate fraternization of any kind between students and staff.

44. **VALUABLES:** Safeguard your money, watches, rings, personal and military belongings at all times. Do not leave anything of value unsecured in your wall locker. Do not bring valuables to the HTRTS-M unless absolutely necessary.

45. **EXAMINATIONS:** Both written and hands-on exercises and examinations are conducted throughout the course. Listed below are suggested techniques for taking written examinations. If you follow these simple steps you stand a better chance of passing on your first attempt. Keep in mind these ideas don't work for all students.

a. Don't cram prior to the exam. It causes an information overload. Keep abreast of all your academic studies.

b. When given the examination booklet read all instructions carefully. Insure that you understand how your examination response sheet is to be marked.

c. First answer all the questions you know. Work on the troublesome questions last. Don't read too much into the questions; answer the question being asked.

d. Manage your time. Do not spend too much time on any one question.

e. Double-check your work. Should you finish early, check and recheck your work and responses until you are totally confident of your answers.

f. Ask the test examiner for clarification of any point you do not understand. You must always do your own work. If you talk to other students you will be in violation of the honor code and receive a failure for the examination.

g. Before you turn in your answer sheet, check for completeness to ensure that you have answered all the questions.

46. **STANDARDS:**

a. The determination as to whether you satisfactorily complete the course rests with the staff and the commander.

b. Course standards will be explained and distributed at the beginning of each course (Course Evaluation Plan). You must achieve these standards for successful completion of a course. If you receive a "NO-GO" you will be remediate for no less than one hour and retested. We administer only one (1) retest per exam. If you receive a "NO-GO" on the retest, we will dismiss you from the course and annotate both your DA 1059 and the ATRRS screen accordingly.

47. **STUDY HALL:** As necessary study halls are conducted in the training rooms each evening from 1900-2100. Text and materials are available from your instructors upon request. Your instructor may mandate study hall sessions.

48. **COUNSELING:** Your instructor will conduct an academic counseling to assist you in determining your progress. Request instructor assistance at any time, as needed. There is counseling for the class leader and van driver.

49. **LEAVE AND PASS:** Ordinary leaves are not granted. The Commandant will approve emergency leave from school. Local pass forms **will** be utilized if traveling more than 50 miles from the Depot. Travel during Holidays DA 31 will be utilized.

50. **STUDENT DUTIES:** Building #58 and living quarters are to be maintained in accordance with Building SOP and in a high state of police at all times. There are no class extra duties while attending this center.

51. **COUNSELING COMPLAINTS AND GRIEVANCES:** The HTRTS-M Commandant, Technical Coordinator and Instructors are available for counseling and can hear complaints or grievances at any time. The HTRTS-M also has a trained Equal Opportunity NCO. Students with personal problems or grievances should see their instructor first. Every effort will be made to solve student problems at the lowest level. Labor union grievances should be addressed at home station. Students will be counseled as required for disciplinary actions, substandard performance and attitude problems.

52. **DISCIPLINARY ACTION:**

a. All students are subject to the rules and regulations of the AR 600-20, High Tech SOP, this Student Guide, and the Class Leader SOP.

b. All disciplinary action is handled on an individual basis with the HTRTS-M Commandant as the final authority.

53. **VISITORS:** All visitors will be received at HTRTS-M, Bldg 58 and the student will be notified. Male barracks are "Off Limits" to all female personnel and conversely all female barracks are "Off Limits" to all male personnel.

54. **ALCOHOL and CONTROLLED SUBSTANCES:**

a. Students will not bring, use or maintain illegal substances on Tobyhanna Army Depot.

b. The use of alcohol is discouraged, but can be used in moderation during non-duty hours as shown on the training schedule. Students will not drink and drive or operate any machinery or equipment after drinking. The Pennsylvania state law governing the legal drinking age is 21 years.

c. Students are responsible for their actions. Anyone found violating these orders regarding illegal substances and alcohol are subject to immediate dismissal and/or criminal prosecution.

55. **ATTITUDES:** While at the HTRTS-M it is imperative that you maintain a positive attitude at all times.

56. **STUDENT ELIMINATION:** Students may be released prior to course completion for any of the following; Administrative Reasons: An administrative release may be granted for such reasons as family emergencies, personal problems or related situations. In addition, a medical release may be granted when illness, hospitalization, or a physical profile precludes successful completion of the course. Disciplinary Reasons: Students may be dismissed for infractions of school policies, the Honor Code, or violations of the Uniform Code of Military Justice (UCMJ). Motivation: Demonstrated lack of motivation i.e., receipt of more than three counseling sessions for minor violations of school policy can facilitate dismissal from the course. Academic Reasons: Initially, a student may be released when it is determined that he/she cannot read and comprehend in such a manner to meet the minimal standards. Other academic releases will occur when a student fails to achieve course standards.

57. **FRATERNIZATION AND HARASSMENT:** Fraternization among students or between staff members and students of the same or opposite sex or harassment of individuals will not be tolerated. The definition of fraternization is; (1) Acts of sexual intimacy, or other physical touching of a romantic or sexual nature, or public displays of affection among/between students and/or staff members of the same or opposite sex on or off post, during or after duty hours. (2) Any other acts of association by/or between staff members and students, either on or off post, during or after duty hours, which pursuant to Article

134, UCMJ are prejudicial to good order or discipline, or tend to discredit the Army, the HTRTS-M and the NCO Corps. The definition of Harassment is; (1) Harassment of individuals on the basis of their sex, race, color of skin, age, disability, national origin, religion, or creed is a violation of the Civil Rights Act of 1964. Harassment violates the fundamental policy to provide equal opportunity and equal treatment to personnel. (2) No student will participate in or provoke any act against a fellow student, instructor or staff member that would constitute or appear to constitute harassment. (3) Military personnel have a grave responsibility under the policies of the Department of the Army and Air Force, the Federal Code of Ethics and Civil Rights Act for maintaining high standards of honesty, integrity, impartiality and conduct to assure proper performance of the Government's business and the maintenance of the public trust. Conduct, which violates these policies or standards, will not be condoned, and will be dealt with in an expeditious manner.

58. **CHAIN OF COMMAND:** Students will use the student and cadre chain of command in registering complaints, making suggestions, or seeking help with a problem. Be sure you have exhausted all avenues of remedy before going to the next level in the chain of command.

STUDENT CHAIN OF COMMAND:

Class Leader

Instructor

Senior Instructor

NCOIC

Commandant

59. **COURSE PREREQUISITES:** Students must report with a completed unit pre-execution checklist signed by the unit Commander certifying that the student meets the required prerequisites. **(Sample copy of Form is enclosed and a blank copy is provided if needed)**

Unit Commander or First Sergeant must recommend all students. Students must have a current copy of their orders upon reporting. All students attending MOSQ courses must meet height/weight standards IAW AR 600-9, students not meeting this regulation will be returned to home station with notification sent through their chain of command.

MOSQ Phase 1 Course:

Must meet height/weight standards of AR 600-9

MOSQ Phase 2/3/4 Course

Must meet height/weight standards of AR 600-9. DA Form 1059 information from previous phase must be included with the Pre-execution checklist showing School code or name of school where previous phase was taught, date of completion, course completed, phase number completed as well as DA Form 5286 when applicable.

Waivers:

MOSQ: Soldiers must start phase 2, 3, or 4 (# of Phases depend on MOS) within **12** months of their last completed phase (this is **IAW AR 350-70**). Request for waiver through command channels for approval by the first general officer in the soldier's chain of command, who may waive an additional 12 months for cogent reasons.

COURSE	EL SCORE	ST SCORE	SC SCORE	PULHES
25S10	117	N/A	N/A	212221
25F10	102	N/A	105	111221
25Q10 DGM/TROPO/MSE	98	N/A	98	111221
25U10	93	N/A	93	111221
94E10	105	N/A	N/A	111221
94F10	105	N/A	N/A	111221
25B10	N/A	95	N/A	212221

TOTAL ARMY SCHOOL SYSTEM (TASS) UNIT PRE-EXECUTION CHECKLIST

The purpose of this document is to assist the unit in preparing soldiers for school attendance while providing one single document with appropriate attachments, for the Training Institutions. This checklist will be completed by appropriate unit personnel, verified and signed by the Unit Commander. Soldier must have a signed pre-execution check list in his/her possession upon arrival to scheduled class.

NAME: _____ SSN: _____

typed or printed

UNIT: _____ DOR _____

COURSE TITLE: _____ START DATE: _____

1 st Line ldr Initials	Soldier's initials	PART-I----- Pre-execution (D-90 to D-1)
		Coordination between customer unit and TASS unit to identify the soldier by name?
		Soldier in receipt of school / course information?
		Read ahead packets / pre-testing complete? (if applicable)
		All required clothing/equipment IAW School/Course Info Packet
		Soldier demonstrated physical fitness requirement on diagnostic test administered within 30 days of scheduled departure for school. () (as required)
		Soldier meets Standards of AR 600-9?
		Transportation requirements completed?
		Adequate cash/traveler checks/Government Credit Card?
		Individual Orders received?
		School Mailing address/Telephone numbers received? (for family)
		Ten (10) copies of orders
		Transportation verified/approved (Ticket picked up)
		Current/Valid identification card
		ID Tags (1 pair), Army Value card/tag
		If applicable: Soldier requiring corrective lenses has a set of military prescription eye glasses and protective mask inserts.
		Notify soldier of requirement to take APFT and be weighed, as required.
Unit POC List:		
CDR	B: ()	H: () _____
1SG	B: ()	H: () _____
FTM	B: ()	H: () _____
Unit FAX: ()		Unit Email _____

Army personnel must meet the prerequisites for the course stated in the Army Formal School Catalog (DA PAM 351-4) unless a waiver is obtained. In addition, Army personnel must also satisfy applicable provisions of AR 611 series, AR/NGR 350-1, ATRRS, and other pertinent Army policies and regulations.

PART II- ROUTINE PREREQUISITES

TASK	REGULATION DATA	SOLDIER DATA
Minimum Aptitude Score (ASVAB) (enter line score per DA Pam 611-21)	CO CL FA GM MM	CO CL FA GM MM
	OF EL SC ST GT	OF EL SC ST GT
Meets color vision requirements (if applicable, DA Pam 611-21)		
Physical demand rating/profile (enter PULHES per DA Pam 611-21)	P U L H E S	P U L H E S
DA Form 1059 for all previous required Phases for phase/course attending (if applicable)	<div style="border-bottom: 1px solid black; width: 100px; display: inline-block;"></div> school code <div style="border-bottom: 1px solid black; width: 100px; display: inline-block;"></div> Date of completion <div style="border-bottom: 1px solid black; width: 100px; display: inline-block;"></div> Course completed <div style="border-bottom: 1px solid black; width: 100px; display: inline-block;"></div> Phase completed	
Soldier has current military and civilian vehicle operator license(s) (if applicable, valid through course end date, enter expiration date) (enter qualification as required per ATRRS SH screen)		

PART III REQUIRED DOCUMENTS

Security Clearance (If applicable, attach as required)	
Permanent Profile attendees have copy of MRB(P3,P4) results, with DA Form 3349 signed by his/her commander, and have an Army doctor-approved alternate aerobic event for APFT (if applicable)	
All required waivers (if applicable)	
Other requirements (if applicable)	
OTHER REQUIREMENTS OF DA PAM 611-21 NOT PREVIOUSLY LISTED	
Other requirements (if applicable)	
Other requirements (if applicable)	
Other requirements (if applicable)	
Other requirements (if applicable)	

I have been counseled and have read all requirements applicable to the course I'm being sent to attend. Attendance at this course and class will not pose any known hardship on me and/or my family that would detract from or prevent me from successfully completing course requirements.

Student's Signature: _____ **Date:** _____

I have reviewed the above soldier's qualifications and potential to successfully complete this course; have counseled him/her on these requirements and hereby verify his/her readiness to attend same.

Commanding Officer (typed name) _____
Signature: _____ **Date:** _____

60. **ACADEMIC INFORMATION:** Academic Instruction time will be determined by each course schedule. Each student will receive academic counseling from his/her Instructor. Each student should spend study time each night in preparation for the next day's instruction. Necessary reference manuals will be made available for student use after hours by contacting your instructor. An academic grade of 70% or above is required to satisfactorily meet course standards on most examinations, but some POI's require 80% or above. Your instructor, prior to the administration of each exam, will cover all academic requirements.

61. **EXCEEDING COURSE STANDARDS:** those who achieve a high standard in the course will be recognized for their achievement (limited to 20% of the class) on their academic evaluation report DA Form 1059.

62. **SAFETY:** Safety is everyone's responsibility. Do not hesitate to stop the training to make on-the-spot corrections for safety violations. The commandant will back any person who attempts to correct a safety violation. Safety starts with you. During your stay at Tobyhanna Army Depot, you will observe the following rules:

- a. The maximum speed limit on installation is 25 MPH; 15 MPH in secured area and the housing area.
- b. You will use seat belts whether you're in a military or civilian vehicle and when driving tactical vehicles you will wear Kevlar helmet.
- c. You will not bring to Tobyhanna Army Depot any weapons or ammunition (live, blanks, or pyrotechnics). If you do have any of these items you must turn them in to HTRTS-M immediately. Failure to do so could easily result in your immediate dismissal from the course and criminal prosecution.
- d. Fire is always a danger. Be sure to read the fire evacuation plans posted in all buildings. There is no smoking allowed in any government building. There are designated smoking areas outside each building.
- e. Each class is mandated to complete a risk assessment.

History of Tobyhanna Army Depot

The depot has served our nation for over 50 years, having opened on Feb. 1, 1953, following two years of construction. However, the Army has maintained a nearly continuous presence in Tobyhanna since 1912, when the site was first used as a field artillery training camp. Other uses include as Civilian Conservation Corps (CCC) camp, artillery training of West Point cadets, and as a World War II prisoner-of-war camp and storage point for gliders used in the D-Day landings at Normandy in 1944. [More detailed history of the Depot](#)

THE FOLLOWING HOTELS OFFER THE TOBYHANNA RATE:

Holiday Inn, Dunmore Exit 1 off I-380	570-343-4771 (free limited breakfast menu)
Inn at Nichols Village Exit 194 off I-81	800 642-2215/570-587-1135 (free express breakfast & happy hour)
Holiday Inn Express Wilkes Barre/Scranton Airport	570-654-3300 (free continental breakfast)
Budget Motel, Stroudsburg Exit 51 off I-80	570-424-5451
Clarion Hotel Stroudsburg Exit 48 off I-80	570-420-1000
Chateau at Camelback Tannersville Exit 45 off I80	570-629-5900
Shannon Inn & Pub Marshalls Creek, Exit 52 off I80	570-424-1951 (free continental breakfast)
Hampton Inn, Scranton Exit 182 off I-81	570-342-7002 (Free continental breakfast)
Courtyard Marriott Scranton Exit 182 off I81	570-969-2100 (free continental breakfast)
Comfort Suites, Scranton Exit 182 off I81	570-347-1551 (free continental breakfast)
Victoria Inns, Pittston Exit 175 off I81 (Rte 315)	570-655-1234 (free hot served breakfast)
Clarion Hotel, Scranton Exit 184 off I81 All rooms have a refrigerator, microwave & coffee maker)	570-344-9811 (Free deluxe continental breakfast)
Residence Inns, Scranton Exit 190 off I81 All are 1 or 2 bedroom studio apartments and stay is 5 nights or more)	570-343-5121 (Free breakfast & social hour with munchies)

In order to receive the Tobyhanna rate at these hotels, travelers must be civilian employees of the Federal Government or military members on TDY or PCS orders. Orders must be presented at check in.

"Tobyhanna Army Depot Area Map"

